Appendix
Management Interactive Network Connection (MINC)
Error Conditions and System Messages

This Appendix includes a listing of currently documented error conditions and system messages that may be encountered when using MFIS Industry Interface, along with a description of the problem and a suggested corrective action.

There are six (6) different statuses/categories for messages that could occur when an industry interface transaction is processed. They are:

- **Accepted** – The transaction is accepted as is. No message is associated with this status.

- **Informational** – This message is used to provide important information to servicing office personnel after they have 'applied' a transaction in Pending or System Reject status. The message informs servicing office personnel of additional MFIS data that is being created or changed based upon acceptance of the selected transaction. To close the information box, click 'OK'. If there are questions or if other steps must be taken based upon the information presented, those steps must be accomplished outside the Industry Interface part of MFIS.

- **Pending** – This category is used when all the transmitted data on a transaction is correct, but if the transaction is applied it would:

  o Exceed MFIS Business Processing Rules and/or limits that are set to aid the servicing in catching out of the ordinary change in transaction information

  o Change MFIS information outside the current month.

  o Change tenant information which would cause a change to previous Project Worksheets already provided to the projects for payment.

  These transactions may be accepted by the servicing office after they review them to make sure that the data contained is correct and applicable to the project as of the date accepted.

- **Reject (System Reject)** – This category is used when the data on a transaction is correct but the transaction cannot be posted against MFIS due to the current status of the item being changed. For example, an initial certification cannot be posted to a unit if the unit is not vacant when the initial certification is processed. This transaction COULD be applied if the servicing office resolves the conflict as indicated in the message. Using the above example; if a vacate transaction is processed through Industry Interface or by the servicing office in MFIS first, the System Rejected Transaction could be 'Re-applied'.

- **Held up** – This category contains only one message. It is used to indicate that the transaction cannot be processed until another transaction currently in 'Pending' status is processed. For example, an Initial Certification with an effective date in January is pending because its effective date is over 2 months old. This transaction is a 'Modify' transaction for that tenant. Until the Initial Certification is processed, the modify transaction cannot be processed. After the related transaction is processed, the transaction can be processed.

- **Error** – The combination of data in the transaction would break a major business rule or cause a problem with MFIS data integrity. It can not be re-applied in MFIS. The data must be re-entered by the Management Agent with correct data and resent to USDA.

For the Management Agent:

If you use vendor provided software and the data in your system is not the data in the transaction sent to USDA via the 'SEND FILES' option, you must contact your vendor software supplier to get their assistance in determining any problem. USDA only stops processing of information in a transaction if it violates business rules and regulations of the MFH application.

USDA does not change the values in the fields sent except when a tenant certification has been submitted to the USDA with tenant subsidy code '3'. This subsidy type is changed to tenant subsidy code '6' as the tenant subsidy type '3' is no longer supported.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Absence action date past cert expiration date	This absence transaction is dated after the expiration date of the tenant's current certification.	Verify data in the transaction. If the effective date of the absence is in error, resubmit it with corrected data. Verify the current certification expiration date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Absence date cannot be same as current absence effective date	A transaction to start an 'Absence' was submitted but the Tenant/Unit already has an Absence transaction in the system with the same effective date.	Verify data in the transaction. If the effective date of the absence is in error, resubmit it with corrected data. If the effective date is correct, contact the RD Servicing Office for assistance in determining the effective date of the current absence. Work with them to modify the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Absence date prior to current cert effective date	This Absence transaction was sent with an effective date that is before the effective date of the current certification for this Tenant.	Verify data in the transaction. If the effective date of the absence is in error, resubmit it with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Absence date prior to current swap effective date	This Absence transaction was sent with an effective date that is before the effective date on the Swap transaction for this Tenant.	Verify data in the transaction. If the effective date of the absence is in error, resubmit it with corrected data. If the effective date is correct, contact the RD Servicing Office for assistance in determining the effective date of the last swap. Work with them to modify the tenant's status and have them reapply the transaction if appropriate. Process changes in correct date order.
Reject	Absence date prior to current transfer effective date	A previous transfer has occurred with a later effective date than the absence effective date.	Verify data in the transaction. If the effective date of the absence is in error, resubmit it with corrected data. If the effective date is correct, contact the RD Servicing Office for assistance in determining the effective date of the last transfer. Work with them to modify the tenant's status and have them reapply the transaction if appropriate. Process changes in correct date order.
Reject	Absence delete not allowed due to subsequent action	An absence transaction cannot be deleted if other actions have occurred after the effective date.	Verify that an absence delete is appropriate for this unit. If the absence delete is appropriate, contact the RD Servicing Office for assistance in determining other actions processed against this unit which might cause the error. Work with them to modify the tenant's status and have them reapply the transaction if appropriate. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Absence not allowed due to subsequent action	An absence transaction cannot be applied if other actions have occurred after the absence effective date.	Verify data in the transaction. If the effective date of the absence is in error, resubmit it with corrected data. If correct, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction if appropriate. Process changes in correct date order.
Error	Action is not a cotenant-to-tenant	The transaction submitted was a co-tenant to tenant certification but the information contained in the transaction does not contain the data necessary to process a co-tenant to tenant certification.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Action is not a recert	The transaction submitted was a recertification but the information contained in the transaction does not contain data necessary to process a recertification.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Action is not a swap	The transaction submitted was a swap but the information contained in the transaction does not contain data necessary to process a swap.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Action is not a vacancy	The transaction submitted was a vacancy but the information contained in the transaction does not contain data necessary to process a vacancy.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Action is not an absence	The transaction submitted was an absence but the information contained in the transaction does not contain data necessary to process an absence.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Action is not an application	The transaction submitted was an application but the information contained in the transaction does not contain data necessary to process an application.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Error	Action is not an init cert	The transaction submitted was an initial certification but the information contained in the transaction does not contain data necessary to process an initial certification.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Action is not an RA	The transaction submitted was a Rental Assistance (RA) transaction but the information contained in the transaction does not contain data necessary to process an RA transaction.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Action is not a Subsidy action	The transaction submitted was a subsidy action but the information contained in the transaction does not contain data necessary to process a subsidy action.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Application date is greater than certification date.	An Initial Certification has already been processed for this tenant making the Application invalid.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Reject	Application is not the latest action	An Initial Certification has already been processed for this tenant making the Application invalid.	This error indicates that the tenant listed on the application already resides in this project. Validate the information provided on the application; specifically, the tenant's SSN. Management agents must correct and resubmit the application.
Reject	Application not latest tenant action	An Initial Certification has already been processed for this tenant making the Application invalid.	This error indicates that the tenant listed on the application already resides in this project. Validate the information provided on the application; specifically, the tenant's SSN. Management agents must correct and resubmit the application.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Balance Sheet has already been approved	A balance sheet was submitted but one has already been approved with the same effective date.	Validate the effective date and/or selected Fiscal Year (FY) of the budget. Verify that the effective date is within the effective and end dates of the FY. Multiple budgets can be submitted for the same FY, but not for the same effective date. The effective date must be at least one month later than the approved budget effective date. Correct any errors and resubmit the transaction. In rare cases, the FY effective and end dates may be in error. If so, contact the RD Servicing Office for assistance in determining the effective and end dates for the FY in the system. Let them know if changes are required to the FY dates. If the FY dates were corrected, have the RD Servicing Office reapply the transaction.
Reject	Budget effective day must be 1st of month	Budgets must have an effective date that is the 1st of the month.	Validate the effective date for the Budget. Correct the effective date and resubmit the transaction if applicable.
Reject	Budget effective day must be within fiscal year range	The effective date entered for the transaction is outside the effective and end dates associated to the selected Fiscal Year (FY) for the budget.	Validate the effective date and/or selected FY of the budget. Verify that the effective date is within the effective and end dates of the FY. Correct any errors and resubmit the transaction. In rare cases, the FY effective and end dates may be in error. If so, contact the RD Servicing Office for assistance in determining the effective and end dates for the FY in the system. Let them know if changes are required to the FY dates. If the FY dates were corrected, have the RD Servicing Office reapply the transaction.
Reject	Budget FY not yet defined for project	The Management Agent sent a budget with an effective date in a FY that is currently not associated to this project.	Validate the FY transmitted on the budget. If in error, resubmit the transaction with the correct FY. If the FY needs to be added to the project, contact the RD Servicing Office for assistance in adding the FY. Once added, the RD Servicing Office can reapply the transaction.
Reject	Cannot change earlier Balance Sheet	A balance sheet was previously submitted with the same effective date and FY and has already been reviewed or approved and can no longer be modified.	Validate the effective date and/or selected FY of the budget. Verify that the effective date is within the FY effective and end dates. Multiple budgets can be submitted for the same FY but not for the same effective date. The effective date must be at least one month later than the approved budget effective date. Correct any errors and resubmit the transaction. In rare cases, the FY effective and end dates may be in error. If so, contact the RD Servicing Office for assistance in determining the FY effective and end dates in the system. Let them know if changes are required to the FY dates. If the FY dates were corrected, have the RD Servicing Office reapply the transaction.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Cannot change earlier Proposd Budget	A proposed budget was previously submitted with the same effective date and FY and has already been reviewed or approved and can no longer be modified.	Validate the effective date and/or selected FY of the budget. Verify that the effective date is within the FY effective and end dates. Multiple budgets can be submitted for the same FY but not for the same effective date. The effective date must be at least one month later than the approved budget effective date. Correct any errors and resubmit the transaction. In rare cases, the FY effective and end dates may be in error. If so, contact the RD Servicing Office for assistance in determining the FY effective and end dates in the system. Let them know if changes are required to the FY dates. If the FY dates were corrected, have the RD Servicing Office reapply the transaction.
Reject	Cannot delete - Household has pending Industry Interface transactions	The transaction cannot be deleted until a previously received transaction for the same household in 'PENDING' status, has been resolved.	No action is necessary. The transaction will be processed when the RD Servicing Office clears out all PENDING transactions for this Tenant/unit in the project.
Error	Cannot determine application tenant	The data specifically related to the Tenant on the application cannot be determined or located.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Cannot determine unit id for R5 rent schedule line	The R5 rent schedule line requires that a specific unit listed to go along with the rent schedule. The unit information was not included in the transaction.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Reject	Cannot find budget to remove	A remove transaction was received for a budget, but an initial budget transaction for that budget type was never received.	Check the 'Review Transactions' option in MINC to determine if the 'Send' action for the budget was completed. If the budget was accepted through MINC, contact the RD Servicing Office for assistance in determining the current status and possible removal of the budget.
Reject	Cannot find cotenant initial certification	A recertification transaction was submitted for a tenant but the tenant does not reside in the unit indicated on the certification.	Check the 'Review Transactions' option in MINC to determine if a 'Send' action on the initial certification was completed and contained the same members in the household. If the transaction was accepted through MINC, contact the RD Servicing Office for assistance in determining the current status of the certification and its possible removal.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Cannot find financial instrument to be deleted	A remove transaction was received for a budget, but an initial budget transaction for that type of budget was never received.	Check the 'Review Transactions' option in MINC to determine if a 'Send' action on the selected financial instrument was completed. If the financial instrument was accepted through MINC, contact the RD Servicing Office for assistance in determining the current status and possible removal of the financial instrument.
Reject	Cannot find tenant 1 certification	A recertification transaction was submitted for a tenant but the tenant is not in the unit indicated on the certification.	This error indicates that the SSN of the first tenant listed on the recertification is not the SSN of the tenant(s) residing in this project. Validate the information provided on the application; specifically, the SSN for the tenant on the application. Management agents must correct and resubmit the application.
Reject	Cannot find tenant 2	A recertification transaction was submitted with two tenants but the second tenant is not in the unit indicated.	This error indicates that the SSN of the second tenant listed on the recertification is not the SSN of the tenant(s) residing in this project. Validate the information provided on the application; specifically, the SSN for the tenant. Management agents must correct and resubmit the application.
Reject	Cannot find tenant 2 certification	A recertification transaction was submitted with two tenants but the second tenant is not in the unit indicated.	This error indicates that the SSN of the second tenant listed on the recertification is not the SSN of the tenant(s) residing in this project. Validate the information provided on the application; specifically, the SSN for the tenant. Management agents must correct and resubmit the application.
Reject	Cannot find tenant certification	A recertification transaction was submitted but the tenant is not in the unit indicated.	This error indicates that the SSN of the tenant listed on the recertification is not the SSN of the tenant residing in this project. Validate the information provided on the application; specifically, the SSN for the tenant. Management agents must correct and resubmit the application.
Reject	Cannot find tenant initial certification	A recertification transaction was submitted but the initial certification action for the tenant in the unit has never been received.	This error indicates that the SSN of the tenant listed on the recertification is not the SSN of the tenant residing in this project. Validate the information provided on the application; specifically, the SSN for the tenant. Management agents must correct and resubmit the application.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Cannot have Back-to-Back CoTenant Recerts on same day	More than one co-tenant recertification was submitted with the same effective date. Only one co-tenant recertification can be submitted for the same tenant and unit with the same effective date.	Check the 'Review Transactions' option in MINC to determine if a cotenant to tenant recertification was processed for the unit with the same effective date. Also check for a recertification on the unit for that day. If found, and this transaction must be processed, the effective date cannot be before the 1st day of the next month. If neither is found, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Cannot locate action to be removed	A remove transaction was received for an action that was not previously sent and accepted into the MFIS application.	Check the 'Review Transactions' option in MINC to determine if the selected action was completed. If the action was accepted through MINC, contact the RD Servicing Office for assistance in determining the current status for the tenant/unit or budget.
Reject	Cannot perform back-to-back CoTenant Recerts on same day	More than one co-tenant recertification was submitted with the same effective date. Only one co-tenant recertification can be submitted for the same tenant and unit with the same effective date.	Check the 'Review Transactions' option in MINC to determine if a cotenant to tenant recertification was processed to the unit with the same effective date. Also check for a recertification on the unit for that day. If found, and this transaction must be processed, the effective date cannot be before the 1st day of the next month. If neither is found, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Cannot perform recert before initial cert	A recertification action has been submitted for a Unit and a Tenant but the Initial Certification has not been received nor has an effective date after the effective date of the recertification.	Verify the effective date and unit of the recertification. If in error, correct data and resubmit the transaction. If correct, check the project worksheet and the 'Review Transactions' option in MINC to determine if an initial certification or recertification was processed for that tenant/unit with the same effective date. If found, but the data associated to this certification must still be sent, either send a Modification to the current certification or resubmit this transaction with an effective date of the 1st day of the next month. If none of the above situations apply, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Cannot report actuals before the end of the fiscal year	The effective date entered for the year-end actual budget transaction is within the effective and end dates associated to the selected Fiscal Year (FY) for the budget.	Validate the effective date and/or Fiscal Year (FY) of the budget. Multiple budgets can be submitted for the same FY, but not for the same effective date. Correct any errors and resubmit the transaction. In rare cases, the FY effective and end dates may be in error. If so, contact the RD Servicing Office for assistance in determining the effective and end dates for the FY in the system. Let them know if changes are required to the FY dates. If the FY dates were corrected, have the RD Servicing Office reapply the transaction.
Reject	Cannot Swap 1 on same date as prior swap/transfer	A swap has occurred with the same effective date as another swap or transfer.	Check the 'Review Transactions' option in MINC to determine if a Swap action was previously processed for that unit with the same effective date. If found, and this transaction must be processed, the effective date cannot be before the 1st day of the next month. If neither is found, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Cannot transfer into your current unit	The transfer-to unit indicated is the same as the transfer-from unit.	Verify that the two unit ids are not the same. If in error, correct and resubmit the transaction.
Informational & Pending	Certification is late	A certification action was received after the 10th of the month.	No action is necessary.
Informational & Pending	Certification is late; Verify reported income	Multiple error messages: Tenant Certification is late and the reported income has changed greater than a set threshold.	Verify the income and resubmit. If incorrect, contact the RD Servicing Office for assistance in modifying the reported income and have them reapply the transaction.
Informational & Pending	Certification is late; Zero income tenant certification; Verify reported income	Multiple error messages: Tenant Certification is late, no income is reported and the exempt flag has not been set and the reported income has changed greater than a set threshold.	Verify the income and resubmit. If the income is zero, verify if some of the income is exempt and if so mark the exempt box. If incorrect, contact the RD Servicing Office for assistance in modifying the reported income and have them reapply the transaction.
Informational & Pending	Childcare adjustment reported with no qualifying household members	A value has been entered for child care when a child 12 and under is not listed as one of the household members.	Verify the reporting of the Child Care expense.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	COTENANT xxxxxxxxx already resides in a household. State: xx District: xxx Project Name: xxxxxxxxxxxxxx	The person using the SSN associated to the Co-Tenant already resides in this project in another unit, or in another project, and cannot be certified into this project and unit.	This error indicates that the cotenant listed already resides in another MFH project. Validate the information provided on the certification; specifically, the SSN for the cotenant. Also verify the effective date, especially if the cotenant formerly was in another MFH project. A cotenant cannot be added into a new project/unit until they are removed from the old project/unit. Correct any data in error and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the cotenant/unit and have them reapply the transaction. Process changes in correct date order.
Reject	Cotenant does not currently reside in unit	Transaction specifies a different co-tenant SSN than the one currently listed in this project unit.	This error indicates the cotenant is not listed in the unit or does not match the SSN for the cotenant listed in the unit. Validate the information provided on the certification; specifically, the SSN for the cotenant on the application. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the cotenant/unit and have them reapply the transaction. Process changes in correct date order.
Reject	CoTenant Recert cannot have the same effective date as the previous Certification.	The co-tenant to tenant certification action has an effective date the same as the effective date of the current certification for this tenant, project, and unit.	Validate the effective date of the transaction. Determine whether the most recent certification action is correct or should be removed. If previous actions were in error, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Cotenant to Tenant date prior to current cert effective date	The co-tenant to tenant certification action has an effective date before the effective date of the current certification for this tenant, project, and unit.	Verify data in the transaction. If the effective date is in error, resubmit it with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Cotenant to Tenant date prior to current swap effective date	The co-tenant to tenant certification action has an effective date before the effective date of the last action (a swap action).	Verify data in the transaction. If the effective date is in error, resubmit it with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Cotenant to Tenant date prior to current transfer effective date	The co-tenant to tenant certification action has an effective date before the effective date of the last action (a transfer action).	Verify data in the transaction. If the effective date is in error, resubmit it with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Cotenant to tenant is not the latest action	A transaction has occurred that makes a co-tenant to tenant certification invalid.	Verify data in the transaction. If the effective date is in error, resubmit it with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Error	CURRENT Project Rent Schedule detail records not available	A remove transaction was received for a project rent schedule that does not exist.	Check the 'Review Transactions' option in MINC to determine if the 'Send' action on the selected budget type was completed. If the budget with related latest Rent Schedule information was accepted through MINC, contact the RD Servicing Office for assistance in determining the current status and possible removal of the Rent Schedule.
Reject	DEPENDENT xxxxxxxxx already resides in a household. State: xx District: xxx Borrower ID: xxxxxxxxx Project Nbr: xxx	A person with the same SSN listed for a dependent on this transaction already resides in a different project and cannot be certified into another.	This error indicates the dependent listed already resides in another MFH project. Validate the information provided on the certification; specifically, the SSN for the dependent on the application. Also verify the certification effective date, especially if the dependent formerly was in another MFH project. A dependent cannot be added into a new project/unit until they are removed from the old project/unit. Correct any data in error and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the dependent/unit and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	DEPENDENT xxxxxxxxx has duplicate residency in (project)	The person using the SSN associated to a dependent already resides in another project and cannot be certified into this project.	This error indicates the dependent listed already resides in another MFH project. Validate the information provided on the certification; specifically, the SSN for the dependent on the application. Also verify the certification effective date, especially if the dependent formerly was in another MFH project. A dependent cannot be added into a new project/unit until they are removed from the old project/unit. Correct any data in error and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the dependent/unit and have them reapply the transaction. Process changes in correct date order.
Reject	DEPENDENT xxxxxxxxx has duplicate residency in this project.	The person using the SSN associated to a dependent already resides in another unit and cannot be certified into this unit.	This error indicates the dependent listed already resides in another MFH project. Validate the information provided on the certification; specifically, the SSN for the dependent on the application. Also verify the certification effective date, especially if the dependent formerly was in another MFH project. A dependent cannot be added into a new project/unit until they are removed from the old project/unit. Correct any data in error and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the dependent/unit and have them reapply the transaction. Process changes in correct date order.
Reject	Date of project entry earlier than a month prior to cert	The tenant's project entry date on the initial certification is more than one month before the effective date of the cert.	A tenant's initial entry date may only be within the month before the effective date of the initial certification. Correct date.
Reject	Duplicate absence	The household already has an absence transaction applied to this tenant with the same effective date as this transaction.	Check the 'Review Transactions' option in MINC to determine if an absence was previously processed for that unit with the same effective date. If found, and this transaction must be processed, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Duplicate Project Rent Schedule Detail record	The project already has a Rent Schedule Detail record in the system with the same effective date as entered on this transaction.	Check the 'Review Transactions' option in MINC to determine if a budget with a new rent schedule was previously processed for that project with the same effective date. If found, and this transaction must be processed, contact the RD Servicing Office for assistance in modifying the status of the project budget and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Duplicate RA	The indicated household already has an RA transaction in the system with the same effective date as entered on this transaction.	Check the 'Review Transactions' option in MINC to determine if an RA Assignment was previously processed for that unit with the same effective date. If found, and this transaction must be processed, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Error	Duplicate recert	The indicated household already has a recertification transaction in the system with the same effective date as entered on this transaction.	Check the 'Review Transactions' option in MINC to determine if a recertification was previously processed for the unit with the same effective date. If found, and this transaction must be processed, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Error	Duplicate residency in xx-xxx-(project name)	The tenant's SSN is associated to a tenant already residing in another project and cannot be certified into this project.	This error indicates that a household member listed already resides in another MFH project. Validate the information provided on the certification. Also verify the effective date, especially if the a household member formerly was in another MFH project. A a household member cannot be added into a new project/unit until they are removed from the old project/unit. Correct any data in error and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the household member/unit and have them reapply the transaction. Process changes in correct date order.
Reject	Duplicate swap	The indicated household already has a swap transaction in the system with the same effective date as entered on this transaction.	Check the 'Review Transactions' option in MINC to determine if a swap was previously processed for either unit with the same effective date. If found, and this transaction must be processed, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Duplicate swap 1	The indicated household already has a swap transaction in the system with the same effective date as entered on this transaction.	Check the 'Review Transactions' option in MINC to determine if a swap was previously processed for either unit with the same effective date. If found, and this transaction must be processed, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Duplicate transfer	The indicated household already has a Transfer transaction in the system with the same effective date as entered on this transaction.	Check the 'Review Transactions' option in MINC to determine if a transfer was previously processed for that unit with the same effective date. If found, and this transaction must be processed, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Duplicate vacate	The indicated household already has a Vacate transaction in the system with the same effective date as entered on this transaction.	Check the 'Review Transactions' option in MINC to determine if a vacate transaction was previously processed for that unit with the same effective date. If found, and this transaction must be processed, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Effective date does not match cotenant residency	The effective date on this transaction falls outside the start and end date range of the co-tenant stay in that unit or the co-tenant is not part of that household for the effective date.	Verify data in the transaction. If the effective date is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the status of the tenant/cotenant and have them reapply the transaction. Process changes in correct date order.
Error	Elderly cotenant not accounted for in transaction data	The co-tenant is at least 62 years old and no elderly condition has been set. This certification does not contain any indication that the unit is for elderly, elderly/disabled or elderly/handicapped tenants.	Validate the birth date of the co-tenant. Validate data in the elderly, elderly/disabled or elderly/handicapped fields on the transaction. If the birth date is incorrect, resubmit the transaction with the corrected data. If the elderly count is in error, the management agent must contact their software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Elderly count not accurate for household	An elderly count has been submitted on the transaction that does not match the information submitted about the household members.	Validate data in the elderly, elderly/disabled or elderly/handicapped fields on the transaction. If incorrect, resubmit the transaction with corrected data. If the elderly count is in error, the management agent must contact their software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Error	Elderly tenant not accounted for in transaction data	The tenant is at least 62 years old and no elderly condition has been set. This certification does not contain any indication that the unit is for elderly, elderly/disabled or elderly/handicapped tenants.	Validate the tenant's birth date. Validate data in the elderly, elderly/disabled or elderly/handicapped fields on the transaction. If the birth date is incorrect, resubmit the transaction with corrected data. If the elderly count is in error, the management agent must contact their software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Elderly tenant not receiving available RA	The tenant is at least 62 years old and is not receiving available rental assistance.	Validate data in the elderly, elderly/disabled or elderly/handicapped fields on the transaction. If incorrect, resubmit the transaction with corrected data. If the elderly count is in error, the management agent must contact their software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Eviction not allowed due to prior action	A transaction has occurred that makes the eviction action invalid.	Verify data in the transaction. If the effective date of the eviction is in error, resubmit the transaction with corrected data. Verify the current eviction date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the units' status and have them reapply the transaction. Process changes in correct date order.
Held up	Heldup pending approval of previous recert	The transaction is for the same tenant and unit as another transaction in the system in 'PENDING' status. This transaction cannot be processed until a previously received transaction has been processed.	No action is necessary. This error indicates that the transaction was received but cannot be completely processed until a previous transaction, for the same borrower/unit, is processed by the RD Servicing Office. When the previous transaction processes, this transaction will be reviewed and processed within the next hour. After that hour, review this transaction again to determine if further processing issues exist.
Error	Incomplete data due to invalid date in transmission file	Some portion of the transaction has been lost since an invalid date was received in the transmission file.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Initial Cert is not the latest action	A transaction has occurred that makes the initial certification invalid.	Verify data in the transaction. If the effective date of the initial certification is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Error	Input Error – ORA-01843: not a valid month	Date entered does not contain the values 01-12.	Correct date and re-submit transaction.
Reject	Inside Transfer action not allowed due to prior action	A previous transaction (e.g. vacate or outside transfer) has occurred that makes an inside transfer invalid.	Verify data in the transaction. If the effective date of the inside transfer is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the units in the transfer per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the units' status and have them reapply the transaction. Process changes in correct date order.
Reject	Inside Transfer date prior to current cert effective date	A previous certification has occurred with a later effective date than the transfer effective date.	Verify data in the transaction. If the effective date of the inside transfer is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the units in the transfer per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the units' status and have them reapply the transaction. Process changes in correct date order.
Reject	Inside Transfer date prior to current swap effective date	A swap has occurred with a later effective date than the effective date of the inside transfer.	Verify data in the transaction. If the effective date of the inside transfer is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the units in the transfer per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the units' status and have them reapply the transaction. Process changes in correct date order.
Reject	Inside Transfer date prior to current transfer effective date	A transfer has occurred with a later effective date than the effective date of the inside transfer.	Verify data in the transaction. If the effective date of the inside transfer is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the units in the transfer per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the units' status and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Inside Transfer effective date past cert expiration date	The previous certification has expired; the tenant must be re-certified before being transferred.	Verify data in the transaction. If the effective date of the inside transfer is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the units in the transfer per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the units' status and have them reapply the transaction. Process changes in correct date order.
Reject	Invalid absence information - effective or received date	The absence transaction must have a valid effective and received date.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Reject	Invalid borrower id and project number combination	The borrower id and project numbers do not match any in the system.	Validate the borrower id and project number. Correct the information and resubmit the transaction.
Error	Invalid budget line code: xxxxxxxx	Each line of a budget has a unique identifier. Either the line code sent or the information associated to this line of the budget is invalid.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Invalid budget transaction code	A budget action has been sent but the transaction type or the information entered is invalid.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Invalid cert information - effective or received date	The certification transaction must have a valid effective and received date.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Invalid cert modify, effective date change with existing subsequent actions	Certifications cannot be modified if other actions have occurred after the certification was applied except for transfers, swaps or absence transactions.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Invalid cert modify, subsequent actions exist	Certifications cannot be modified if other actions have occurred after the certification was applied except for transfers, swaps or absence transactions.	Verify data in the transaction. If the effective date of the modify transaction is not the same as the current certification, resubmit the transaction with corrected data. Verify the current certification effective date on the unit in the modify transaction per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Reject	Invalid co-tenant/dependent information - birth date or last name	A co-tenant and/or dependent must have a non-blank last name and valid birth date.	Validate the co-tenant's last name and/or birth date. Correct the information and resubmit this action.
Error	Invalid co-tenant information - birth date or last name	A co-tenant must have a non-blank last name and valid birth date.	Validate the co-tenant's last name and/or birth date. Correct the information and resubmit this action. If last name or birth date appears to be correct, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Invalid effective date -- must be first of month	Certifications must have an effective date that is the 1st of the month.	Validate the effective date of the transaction. Correct the information and resubmit this action. If the effective date is correct and appears to be in the correct format, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Invalid household member birthday	A birthday for one or more household members is not in the correct format.	Validate the birth dates of the household members. Correct the information and resubmit this action. If the birthdays appear to be in the correct format, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Error	Invalid hshld member – Minor is older than 18 years	A household member was marked as being a minor but from the provided birth date they are calculated to be older than 18 years.	Validate the birth dates of the household members. If a household member is not a minor, remove the indication that the member is a minor. Resubmit the transaction with corrected data. If the birth date is correct and the vendor software does not have the dependent marked as a minor, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Invalid hshld member birth date -- more than 150 years	A household member birth date was received that when processed calculates them to be more than 150 years ago.	Validate the birth dates of the household members. Resubmit the transaction with corrected data. If the birth date is correct, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Invalid inside transfer information - effective or received date	The information entered on the selected line of data is not appropriate for the line type associated to that data.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Invalid late date – not same month as effective date	A remove transaction was received but the transaction type it was attempting to remove appears to have never been received and processed to the system.	No action is necessary.
Error	Invalid line code for R3 rent schedule unit size	A SSN was received with non-numeric characters. The field may be transmitted as all spaces or all zeros to cause a SSN to be generated for the household member. Any other entries must be numeric. The SSN field is 9 numeric characters in length.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Error	Invalid line code for R3 rent schedule unit type	The swap transaction must have a valid effective and received date.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Invalid line code for R4 rent schedule unit size	A tenant birth date was received that is in the future.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Invalid line code for R4 rent schedule unit type	The tenant's birth date, when processed, calculates to be more than 150 years ago.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Invalid line code for R4 rev rent schedule	The tenant's birthday format is invalid.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Invalid line code length for R3 rent schedule	A tenant must have a non-blank last name and valid birth date.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Invalid line code size for R4 rent schedule line	A tenant subsidy code 8 (Voucher at HUD rent) is not allowed unless the project has subsidy code 21 (Section 8, Plan II, RA).	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Error	Invalid line type	The information entered on the selected line of data is not appropriate for the line type associated to that data.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Invalid non-tenant gender -- must be M or F	A tenant action has been sent but the non-tenant's gender is not M or F.	Validate the household member's gender. Correct the information and resubmit this action. If the household member's gender appears to be in the correct format, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Invalid removal transaction type	A remove transaction was received but the transaction type it was attempting to remove appears to have never been received and processed to the system.	Check the 'Review Transactions' option in MINC to determine if the selected budget type was sent. If the transaction was accepted through MINC, contact the RD Servicing Office for assistance in determining the current status of the unit, tenant, or budget related to the transaction.
Error	Invalid ssn --- non-numeric characters	A SSN was received with non-numeric characters. The field may be transmitted as all spaces or all zeros to cause a SSN to be generated for the household member. Any other entries must be numeric. The SSN field is 9 numeric characters in length.	Validate the SSN of the household members and resubmit the transaction with corrected data. If the SSN's appear to be correct, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Invalid swap information - effective or received date	The swap transaction must have a valid effective and received date.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Invalid tenant birth date -- greater than current date	A tenant birth date was received that is in the future.	Validate the tenant's birth date. Correct the information and resubmit this action. If the birth date appears to be in the correct format, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Error	Invalid tenant birth date -- more than 150 years	The tenant's birth date, when processed, calculates to be more than 150 years ago.	Validate the tenant's birth date. Correct the information and resubmit this action. If the birthday appears to be in the correct format, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Invalid tenant birthday	The tenant's birthday format is invalid.	Validate the tenant's birth date. Correct the information and resubmit this action. If the birthday appears to be in the correct format, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Invalid tenant gender -- must be M or F	A tenant action has been sent but the tenant's gender is not M or F.	Validate the tenant's gender. Correct the information and resubmit this action. If the gender appears to be in the correct format, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Invalid tenant information - birth date or last name	A tenant must have a non-blank last name and valid birth date.	Validate the tenant's last name and/or birth date. Correct the information and resubmit this action. If the last name or birth date appears to be correct, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Invalid tenant subsidy 8, project subsidy is not 21	A tenant subsidy code 8 (Voucher at HUD rent) is not allowed unless the project has subsidy code 21 (Section 8, Plan II, RA).	Validate the project subsidy code on the Project Worksheet and the tenant subsidy code on the transaction. If the tenant subsidy code is 8 and the project subsidy code is not 21, correct the tenant subsidy code and resubmit the transaction. If the tenant subsidy code is correct, contact the RD Servicing Office to determine what the correct project subsidy and/or tenant subsidy codes are. Make appropriate changes and resubmit the transaction. If the tenant subsidy code is being modified by vendor software, contact the vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Reject	Invalid tenant subsidy -- must be one of 0, 1, 2, 4, 5, 6, 7, or 8.	The tenant subsidy code must be 0, 1, 2, 4, 5, 6, 7, or 8.	Validate the tenant subsidy code. If the value is other than 0 – 8 correct the tenant subsidy code and resubmit the transaction. If the tenant subsidy code is being modified by vendor software, contact the vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Reject	Invalid tenant subsidy for project subsidy 02 -- must be one of 0, 4, 5, 6, 7	The tenant subsidy code must be 0, 4, 5, 6, or 7.	Validate the tenant subsidy code. If the value is other than 0, 4, 5, 6, or 7 correct the tenant subsidy code and resubmit the transaction. If the tenant subsidy code is being modified by vendor software, contact the vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Reject	Invalid tenant subsidy for project subsidy 05 -- must be one of 0, 1, 4, 5, 6, or 7.	The tenant subsidy code must be 0, 1, 4, 5, 6, or 7.	Validate the tenant subsidy code. If the value is other than 0, 1, 4, 5, 6, or 7, correct the tenant subsidy code and resubmit the transaction. If the tenant subsidy code is being modified by vendor software, contact the vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Invalid tenant subsidy for project subsidy 24 -- must be 2 or 6	The tenant subsidy code must be 2 or 6.	Validate the tenant subsidy code. If the value is other than 2 or 6, correct the tenant subsidy code and resubmit the transaction. If the tenant subsidy code is being modified by vendor software, contact the vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Reject	Invalid tenant transaction code	The tenant transaction code must be one of the following: I, R, C, T, V, M, A, L, B, P, S, or X.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Reject	Invalid transaction effective date	Every transaction (except undo transactions) must have a valid effective date.	Validate the effective date. All transactions except Vacates must have an effective date of the 1st day of the month. A Vacate cannot be effective on the 1st day of the month. Resubmit the transaction with corrected data. If the effective date is correct, contact the software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Reject	Invalid vacancy information - effective or received date	The vacancy transaction must have a valid effective and received date.	Validate the effective date and received date. If in error, resubmit the transaction with corrected data. If the effective and/or received dates are correct, management agents must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Informational & Pending	Medical adjustment reported with no qualifying household members	A medical adjustment has been reported when a household member is not reported as being elderly or disabled.	Verify the reporting of the Medical adjustment.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Missing type (M, F, D, H) for DEPENDENT household member	A transaction was received with missing information for one or more dependents.	Validate the gender and classification information for the dependent and resubmit the transaction with corrected data. If the dependent type is correct, have the management agent contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Reject	Mod cert must have same eff date as last cert, else should be recert	The modified certification must have the same effective date as the last certification. If not, a re-certification should be processed.	Validate the project unit and effective date against the current project worksheet. Verify that the modified certification has the same effective date as the most recent certification. Resubmit the transaction with the corrected data. If the effective date is correct, contact the software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Reject	Monthly Actuals have already been approved	A monthly actual budget was submitted but one has already been approved.	Validate the effective date and/or selected Fiscal Year (FY) of the budget. Verify that the effective date is within the effective and end dates of the FY. Multiple budgets can be submitted for the same FY but not for the same effective date. The effective date must be at least one month later than the approved budget effective date. Correct any errors and resubmit the transaction. In rare cases, the effective and end dates of the FY may be in error. If so, contact the RD Servicing Office for assistance in determining the effective and end dates for the FY in the system. Let them know if changes are required to the FY dates. If the FY dates were corrected, have the RD Servicing Office reapply the transaction. If the effective dates are correct on the budget, rent schedule and FY, management agents must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Monthly Actuals month not valid	A monthly actual budget was submitted with an invalid date.	Validate the effective date and resubmit the transaction with corrected data. If the effective date is correct, management agents must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Reject	NDEPENDENT xxxxxxxxx has duplicate residency in (project)	The person using the SSN associated to a non-dependent already resides in another project and cannot be certified into this project.	This error indicates the non-dependent listed already resides in another MFH project. Validate the information provided on the certification; specifically, the SSN for the de non-pendent on the application. Also verify the certification effective date, especially if the non-dependent formerly was in another MFH project. A non-dependent cannot be added into a new project/unit until they are removed from the old project/unit. Correct any data in error and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the non-dependent/unit and have them reapply the transaction. Process changes in correct date order.
Reject	New Project Rent Schedule effective date must align with fiscal year start and end	The effective date of the project rent schedule is outside the start and end date range of the fiscal year (FY).	Validate the effective date and/or selected Fiscal Year (FY) of the budget and the associated Rent Schedule. Verify that the effective date is within the effective and end dates of the FY. Correct any errors and resubmit the transaction. In rare cases, the effective and end dates of the FY may be in error. If so, contact the RD Servicing Office for assistance in determining the effective and end dates for the FY in the system. Let them know if changes are required to the FY dates. If the FY dates were corrected, have the RD Servicing Office reapply the transaction. If the effective dates are correct on the budget, rent schedule and FY, management agents must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	New Project Rent Schedule effective date must be greater or equal to Project Proposed Budget effective date	The effective date of the project rent schedule must be the same as or after the effective date of the Proposed Budget.	Validate the effective date and/or selected Fiscal Year (FY) of the budget and the associated Rent Schedule. Verify that the effective date is within the effective and end dates of the FY. Correct any errors and resubmit the transaction. In rare cases, the effective and end dates of the FY may be in error. If so, contact the RD Servicing Office for assistance in determining the effective and end dates for the FY in the system. Let them know if changes are required to the FY dates. If the FY dates were corrected, have the RD Servicing Office reapply the transaction. If the effective dates are correct on the budget, rent schedule and FY, have the management agent contact their software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Held up	Next in held-up queue	Indicates that this transaction is waiting on another pending transaction for this unit. The transaction must be resolved before processing on this transaction can continue.	Locate and determine resolution on outstanding pending transaction for this unit.
Reject	No Financial items to update	The fiscal year (FY) or effective date on the transaction is in error or does not exist.	Validate the effective date and/or selected Fiscal Year (FY). Correct any errors and resubmit the transaction. If the effective dates are correct, and the budget exists so that it can be updated, the management agent must contact their software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Non-elderly tenant is marked as elderly	The tenant is less than 62 years old but an elderly condition has been set.	Validate the birth date of the tenant. Validate data in the elderly, elderly/disabled or elderly/handicapped fields on the transaction. If the birth date is incorrect, resubmit the transaction with the corrected data. If the elderly count is in error, the management agent must contact their software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Informational & Pending	Not enough RA available	All available project rental assistance (RA) has been given to other tenants.	No action is necessary. The message indicates that the transaction, if accepted, would cause the number of RA units authorized to the project to be exceeded. This transaction must be accepted or rejected by the RD Servicing Office. To determine if the number of RA units authorized has been exceeded, check the number of tenants in the project that are currently receiving RA (Tenant Subsidy code '1'), and compare this against the total number of RA units displayed on the Project Worksheet. If the RD Servicing Office rejects the transaction, resubmit the transaction with a non Rental Assistance Tenant Subsidy Code.
Informational & Pending	Not enough RA available to give to tenant	All available project rental assistance (RA) has been given to other tenants.	No action is necessary. The message indicates that the transaction, if accepted, would cause the number of RA units authorized to the project to be exceeded. This transaction must be accepted or rejected by the RD Servicing Office. To determine if the number of RA units authorized has been exceeded, check the number of tenants in the project that are currently receiving RA (Tenant Subsidy code '1'), and compare this against the total number of RA units displayed on the Project Worksheet. If the RD Servicing Office rejects the transaction, resubmit the transaction with a non Rental Assistance Tenant Subsidy Code.
Informational & Pending	Not enough RA available; Verify reported inome	All available project rental assistance (RA) has been given to other tenants.	No action is necessary. The message indicates that the transaction, if accepted, would cause the number of RA units authorized to the project to be exceeded. This transaction must be accepted or rejected by the RD Servicing Office. To determine if the number of RA units authorized has been exceeded, check the number of tenants in the project that are currently receiving RA (Tenant Subsidy code '1'), and compare this against the total number of RA units displayed on the Project Worksheet. If the RD Servicing Office rejects the transaction, resubmit the transaction with a non Rental Assistance Tenant Subsidy Code.
Reject	Old project unit 1 not date effective	A transaction is being sent that modifies the location of a tenant but the effective date does not fall within the effective date range of the old project unit 1 (project unit start and end date).	Validate the effective date and project unit. If either field is in error, correct and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Old project unit 1 not occupiable	A transaction is being sent that modifies the location of a tenant but the old project unit 1 has been marked un-occupiable for the effective date of the transaction.	Validate the effective date and project unit. Determine if the unit is un-occupiable for the effective date of the transaction. If either field is in error, correct and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the habitability indicator on the unit and have them reapply the transaction. Process changes in correct date order.
Reject	Old project unit 2 not date effective	The transaction modifies the location of a tenant but the effective date does not fall within the effective date range of the old project unit 2 (project unit start and end date).	Validate the effective date and project unit. If either field is in error, correct and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Reject	Old project unit 2 not occupiable	The transaction modifies the location of a tenant but the old project unit 2 has been marked un-occupiable for the effective date of the transaction.	Validate the effective date and project unit. Determine if the unit is un-occupiable for the effective date of the transaction. If either field is in error, correct and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the habitability indicator on the unit and have them reapply the transaction. Process changes in correct date order.
Reject	Old project unit not date effective	The transaction modifies the location of a tenant but the effective date does not fall within the effective date range of the old project unit (project unit start and end date).	Validate the effective date and project unit. If either field is in error, correct and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Old project unit not occupiable	The transaction modifies the location of a tenant but the old project unit has been marked un-occupiable for the effective date of the transaction.	Validate the effective date and project unit. Determine if the unit is un-occupiable for the effective date of the transaction. If either field is in error, correct and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the habitability indicator on the unit and have them reapply the transaction. Process changes in correct date order.
Reject	Old project unit not vacant	The transaction modifies the location of a tenant for a project but the old project unit is now Occupied by a new tenant.	Validate the effective date and project unit. Determine if the unit has had a new tenant put into that unit for the same or earlier effective date as on the transaction. If either field is in error, correct and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Reject	OTHER budget line item has no supporting comment	The information entered on the OTHER line of the budget does not have a supporting comment.	Validate the information entered on this line of the budget and enter an applicable comment. Verify that all budget lines containing the word 'Other' have an associated comment indicating what the 'Other' is. Resubmit the transaction.
Error	PRJ2000_Tmp Unit NF	The unit is not found on the Project Worksheet.	Validate the project unit. If the data is correct, contact the RD Servicing Office for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Error	Problem finding associated project	The associated project cannot be found.	The transaction does not have the correct Project Information in it. Verify the Project information against the project worksheet for that project. If the information is in error, resubmit the transaction with the corrected data. If the information is correct, the management agent must contact their software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Reject	Project 1 unit has been vacated	A vacate transaction has been received for a project unit that has been vacated.	Check the 'Review Transactions' option in MINC to determine if a vacate transaction was previously processed for that unit. If found, and this transaction must be processed, contact the RD Servicing Office for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Project cannot be determined from borrower id and project number	The borrower id and project numbers do not match any in the system.	The transaction does not have the correct Project Information in it. Verify the Project information against the project worksheet for that project. If the information is in error, resubmit the transaction with the corrected data. If the information is correct, the management agent must contact their software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Reject	Project is not active, paycode is: xxx	Only active projects with pay code 000 can receive transactions	The transaction does not have the correct Project Information in it. It has the Project information for a project that has been paid off or transferred to another project id. Verify the project information against the new project worksheet for that project. If the information is in error, resubmit the transaction with the corrected data. If the information is correct, the management agent must contact their software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Error	Project Tenant 1 Household Unit Error	The associated project tenant 1 cannot be found in the associated household.	This error indicates that the tenant listed on the certification is not in the unit specified. Validate the information provided on the certification; specifically, the tenant's SSN and unit number. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Error	Project Tenant Data is corrupted	The Tenant SSN or other tenant not matched to any currently on file or cannot be found.	Verify data in the transaction. If any data is incorrect, resubmit the transaction with corrected data. If the data appears to be correct, the management agent must contact their software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Project unit 1 not occupied	A swap or transfer has been received for a project unit that is not Occupied.	Validate the effective date and project unit. Determine if the specified units have had the tenants vacated or transferred out of those units before the effective date of the transaction. If in error, correct and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Reject	Project unit 2 not date effective	The effective date does not fall within the effective date range of project unit 2 (project unit start and end date).	Validate the effective date and project unit. If either is in error, correct and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Reject	Project unit 2 not occupiable	Project unit 2 has been marked un-occupiable for the effective date of the transaction.	Validate the effective date and project unit. Determine if the tenant has vacated or transferred out of the unit before the effective date of the transaction. If either field is in error, correct and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Reject	Project unit has already been vacated	A vacate transaction has been received for a project unit that has been vacated.	Check the 'Review Transactions' option in MINC to determine if a vacate transaction was previously processed for that unit. If found, and this transaction must be processed, contact the RD Servicing Office for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Reject	Project unit has been occupied subsequent to initial vacate	The unit has been occupied after the initial vacate date.	Validate the effective date and project unit. Determine if a new tenant has been placed into that unit for the effective date of the transaction. If either field is in error, correct and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Reject	Project unit has been vacated	A transaction has been received (other than an Initial certification) for a project unit that has been vacated.	Check the 'Review Transactions' option in MINC to determine if a vacate transaction was previously processed for that unit. If found, and this transaction must be processed, contact the RD Servicing Office for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Project unit not date effective	The effective date of the transaction does not fall within the effective date range of the project unit (project unit start and end date).	Validate the effective date and project unit on the transaction. If either field is in error, correct and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Error	Project Unit NF	The project unit does not match any defined for the project.	Validate the project unit. Verify that the unit is entered exactly as it is displayed on the Project Worksheet. If in error, correct and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Reject	Project unit not found	The project unit does not match any defined for the project.	Validate the project unit. Verify that the unit is entered exactly as it is displayed on the Project Worksheet. If in error, correct and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Reject	Project unit not occupiable	The project unit has been marked un-occupiable for the effective date of the transaction.	Validate the effective date and project unit. Determine if the unit is uninhabitable as of the effective date of the transaction. If either field is in error, correct and resubmit the transaction. A tenant cannot be placed in the unit if the date is before or the SAME as the end date of the unit's uninhabitable record. If the data is correct, contact the RD Servicing Office for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Reject	Project unit not vacant	An Initial certification has been received for a project unit that is still Occupied.	Validate the effective date and project unit. Determine if a new tenant has been placed into that unit for the effective date of the transaction. If either field is in error, correct and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Proposed Budget has already been approved	A proposed budget was submitted but one has already been approved.	Validate the effective date and/or selected Fiscal Year (FY). Verify that the effective date entered is within the effective and end dates of the FY. Multiple budgets can be submitted for the same FY but not for the same effective date. The effective date must be at least one month later than the approved budget effective date. Correct any errors and resubmit the transaction. In rare cases, the effective and end dates of the FY may be in error. If so, contact the RD Servicing Office for assistance in determining the effective and end dates for the FY in the system. Let them know if changes are required to the FY dates. If the FY dates were corrected, have the RD Servicing Office reapply the transaction.
Reject	Quarterly Actuals have already been approved	A quarterly actual budget was submitted but one has already been approved.	Validate the effective date and/or selected Fiscal Year (FY). Verify that the effective date entered is within the effective and end dates of the FY. Multiple budgets can be submitted for the same FY but not for the same effective date. The effective date must be at least one month later than the approved budget effective date. Correct any errors and resubmit the transaction. In rare cases, the effective and end dates of the FY may be in error. If so, contact the RD Servicing Office for assistance in determining the effective and end dates for the FY in the system. Let them know if changes are required to the FY dates. If the FY dates were corrected, have the RD Servicing Office reapply the transaction.
Reject	Quarterly Actuals qtr not valid	A quarterly actual budget was submitted with an invalid date.	Validate the effective date of the budget. Have the management agent resubmit the transaction with the corrected date if applicable.
Reject	RA date cannot be same as current RA effective date	Cannot remove Rental Assistance (RA) on the same date it was added. Cannot add RA on the same date it was removed.	Check the 'Review Transactions' option in MINC to determine if an RA assignment was previously processed for that unit with the same effective date. Also check for a recertification that also assigned RA on that unit for that day. If found, and this transaction must be processed, the effective date of the transaction cannot be before the 1st day of the next month. If neither is found, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	RA date prior to current cert effective date	Cannot add or remove RA effective before the last certification effective date.	Verify the effective date. If the effective date is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	RA date prior to current swap effective date	Cannot add or remove RA effective before the last swap effective date.	Verify the effective date. If the effective date is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	RA date prior to current transfer effective date	Cannot add or remove RA effective before the last transfer effective date.	Verify the effective date. If the effective date is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	RA delete not allowed due to subsequent action	A subsequent action has made an RA delete transaction invalid.	Verify data in the transaction. If the effective date is in error, resubmit the transaction with corrected data. If correct, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction if appropriate. Process changes in correct date order.
Reject	RA effective date past cert expiration date	Cannot add or remove RA if the last certification has expired.	Verify data in the transaction. If another action has processed against the unit since the last RA assignment, you cannot delete the RA. If it should be removed, process a re-certification or contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	RA not allowed due to subsequent action	A subsequent action has made an RA transaction invalid.	Verify data in the transaction. If the effective date is in error, resubmit the transaction with corrected data. If correct, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction if appropriate. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Recert cannot have same effective day as cotenant recert	Cannot re-certify the same effective date as a co-tenant-to-tenant transaction.	Verify the effective date and unit. If in error, correct data and resubmit the transaction. If correct, check the project worksheet and the 'Review Transactions' option in MINC to determine if a cotenant to tenant certification or recertification was previously processed for that tenant/unit with the same effective date. If found, but the data associated to this certification must be resubmitted, process a Modification to the current certification or resubmit this transaction with an effective date of the 1st day of the next month. If none of the above situations apply, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Recert cannot have same effective day as initial cert	Cannot re-certify the same effective date as an initial certification transaction.	Verify the effective date and unit. If in error, correct data and resubmit the transaction. If correct, check the project worksheet and the 'Review Transactions' option in MINC to determine if an initial certification was previously processed for that tenant/unit with the same effective date. If found, but the data associated to this certification must be resubmitted, process a Modification to the current certification or resubmit this transaction with an effective date of the 1st day of the next month. If none of the above situations apply, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Recert date cannot be same current cotenant to tenant effective date	Cannot re-certify the same effective date as a co-tenant-to-tenant transaction.	Verify the effective date and unit. If in error, correct data and resubmit the transaction. If correct, check the project worksheet and the 'Review Transactions' option in MINC to determine if a cotenant to tenant certification or recertification was previously processed for that tenant/unit with the same effective date. If found, but the data associated to this certification must be resubmitted, process a Modification to the current certification or resubmit this transaction with an effective date of the 1st day of the next month. If none of the above situations apply, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Recert date cannot be same current init cert effective date	Cannot re-certify the same effective date as an initial certification transaction.	Verify the effective date and unit. If in error, correct data and resubmit the transaction. If correct, check the project worksheet and the 'Review Transactions' option in MINC to determine if an initial certification was previously processed for that tenant/unit with the same effective date. If found, but the data associated to this certification must be resubmitted, process a Modification to the current certification or resubmit this transaction with an effective date of the 1st day of the next month. If none of the above situations apply, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Recert date does not match tenant residency	The re-certification effective date falls outside the start and end date range of the tenant stay in that unit or the tenant is not part of that household for the effective date of the re-certification – this is usually due to invalid data from the conversion effort.	Verify the effective date and unit. If in error, correct data and resubmit the transaction. If correct, check the project worksheet to determine the initial entry effective date or the expiration date of the current certification for the tenant in that unit. Verify that the effective date of the Recertification falls within that date range. If information is correct, contact the software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC. If none of the above situations apply, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Recert date prior to current cert effective date	A re-certification cannot be effective before the current certification.	Verify the effective date and unit. If in error, correct data and resubmit the transaction. If correct, check the project worksheet and the 'Review Transactions' option in MINC to determine if an initial certification or recertification was previously processed for that tenant/unit. If found, but the data associated to this certification must be resubmitted, process a Modification to the current certification or resubmit this transaction with an effective date of the 1st day of the next month. If none of the above situations apply, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Recert date prior to current swap effective date	A re-certification cannot be effective before the current swap effective date.	Verify data in the transaction. If the effective date of the recertification is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Recert date prior to current transfer effective date	A re-certification cannot be effective before the effective date of the transfer.	Verify data in the transaction. If the effective date is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Recert is not the latest action	A Remove Recertification has been sent but a Re-Certification is not the last action posted to this unit.	No action is necessary.
Reject	Recert prior to current cert effective date	A re-certification cannot be effective before the current certification.	Verify data in the transaction. If the effective date of the recertification is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Recert prior to current swap effective date	A re-certification cannot be effective before the current swap effective date.	Verify data in the transaction. If the effective date of the recertification is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Recert prior to current transfer effective date	The re-certification effective date falls outside the start and end date range of the tenant stay in that unit or the tenant is not part of that household for the effective date of the re-certification – this is usually due to invalid data from the conversion effort.	Verify data in the transaction. If the effective date of the recertification is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Rent Schedule does not support all project units	A re-certification cannot be effective before the current certification.	Verify that the rent schedule has all unit types defined. Use the Project Worksheet to verify the types of units defined within the system. Each must be present. Add or remove unit types where appropriate. Resubmit the transaction with corrected information.
Reject	Subsidy change not allowed due to subsequent action	An Tenant Subsidy Change transaction cannot be applied if other actions have occurred after the Tenant Subsidy Change effective date.	Validate the effective date. Determine whether previous actions are correct or should be removed. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Subsidy date on or prior to current cert effective date	A Tenant Subsidy Change effective date cannot be before the effective date of the current certification.	Validate the effective date. Determine whether previous actions are correct or should be removed. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Subsidy effective date past cert expiration date	A Tenant Subsidy Change effective date cannot be after the expiration date of the current certification.	Validate the effective date. Determine whether previous actions are correct or should be removed. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Subsidy not changed from current certification setting	The Tenant Subsidy Change is the same as the current tenant subsidy type on the current certification.	Validate the Tenant Subsidy type being submitted. Determine whether previous actions are correct or should be removed. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Swap 1 date past cert expiration date	A re-certification cannot be effective before the current swap effective date.	Verify data in the transaction. If the effective date of the Swap is in error, resubmit the transaction with corrected data. Verify the current certification expiration date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Swap 1 date prior to current swap effective date	A swap cannot be effective before the current swap effective date.	Verify data in the transaction. If the effective date of the Swap is in error, resubmit the transaction with corrected data. Verify the current certification expiration date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Swap 1 date prior to current transfer effective date	A swap cannot be effective before the effective date of the transfer.	Verify data in the transaction. If the effective date of the Swap is in error, resubmit the transaction with corrected data. Verify the current certification expiration date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Swap 1 delete not allowed due to subsequent action	A subsequent action has made a swap delete transaction invalid.	Verify data in the transaction. If the effective date of the Swap is in error, resubmit the transaction with corrected data. Verify the current certification expiration date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Swap 2 action not allowed due to prior action	A previous transaction has occurred that makes a swap invalid.	Verify data in the transaction. If the effective date of the Swap is in error, resubmit the transaction with corrected data. Verify the current certification expiration date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Swap 2 date past cert expiration date	The previous certification has expired; the tenant must be re-certified before being swapped.	Verify data in the transaction. If the effective date of the Swap is in error, resubmit the transaction with corrected data. Verify the current certification expiration date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Swap 2 date prior to current swap effective date	A swap cannot be effective before the current certification effective date.	Verify data in the transaction. If the effective date of the Swap is in error, resubmit the transaction with corrected data. Verify the current certification expiration date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Swap 2 date prior to current swap effective date	A swap cannot be effective before the current swap effective date.	Verify data in the transaction. If the effective date of the Swap is in error, resubmit the transaction with corrected data. Verify the current certification expiration date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Swap 2 date prior to current transfer effective date	A swap cannot be effective before the effective date of the transfer.	Verify data in the transaction. If the effective date of the Swap is in error, resubmit the transaction with corrected data. Verify the current certification expiration date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Swap 2 delete not allowed due to subsequent action	A subsequent action has made a swap delete transaction invalid.	The remove swap transaction is not allowed because subsequent actions have been taken upon the units that cannot be reversed without removing those transactions. For example, a Swap action cannot be deleted if one of the tenants of the swap was later vacated. Verify the status of both the units and tenants in the transaction. Only if absolutely necessary, contact the RD Servicing Office for assistance in modifying the status of the tenants/units and have them reapply the transaction. Process changes in correct date order.
Reject	Swap 2nd household could not be determined	No household could be found living in the swap-to project unit.	This error indicates that one of the tenants listed is not in the unit specified. Validate the information provided on the certification; specifically, the SSN for the tenant and the unit number. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Swap action not allowed due to prior 1 action	A previous transaction has occurred for the first tenant on the swap that makes a swap invalid.	The swap transaction is not allowed because prior actions have been taken upon the unit in the transaction that makes the execution of the swap as defined impossible. Such as a Swap action cannot be executed if one of the tenants of the swap has already vacated. Verify the status of both the units and tenants in the transaction on the project worksheet. If the swap should still be processed, contact the RD Servicing Office for assistance in modifying the status of the tenants/units and have them reapply the transaction. Process changes in correct date order
Reject	Swap project unit id could not be determined	The swap-to project unit id could not be matched to any in the project.	This error indicates that one of the units listed is not defined within the project. Validate the information provided on the Swap. Specifically, verify that the unit number exists as defined on the project worksheet. If the data is correct, contact the RD Servicing Office for assistance in modifying the unit number and have them reapply the transaction. Process changes in correct date order.
Reject	Tenant 1 does not reside in unit to be swapped from	The swap transaction specifies a different project unit than the one in which the tenant currently resides.	This error indicates that the tenant listed in one of the units is not in the unit specified. Validate the information provided on the swap; specifically, the SSN for the tenant and the unit number on the project worksheet. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Reject	Tenant 1 does not reside in unit to be vacated	The vacate transaction specifies a different project unit than the one in which the tenant currently resides.	This error indicates that the tenant listed in the unit being vacated is not in the unit specified. Validate the information provided on the vacate transaction; specifically, the SSN for the tenant and the unit number on the project worksheet. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Reject	Tenant 2 does not reside in unit to be swapped from	The swap transaction specifies a different project unit than the one in which the tenant currently resides.	This error indicates that the tenant listed in one of the units is not in the unit specified. Validate the information provided on the swap; specifically, the SSN for the tenant and the unit numbers on the project worksheet. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Tenant 2 does not reside in unit to be vacated	The vacate transaction specifies a different project unit than the one in which the tenant currently resides.	This error indicates that the tenant listed in the unit being vacated is not in the unit specified. Validate the information provided on the vacate transaction; specifically, the SSN for the tenant and the unit number on the project worksheet. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Reject	Tenant already resides in a project. State: xx District: xxx Borrower ID: xxxxxxxxx Project Nbr: xxx	The tenant already resides in a different project and cannot be certified into another one.	This error indicates that the tenant listed on the certification already resides in another MFH project. Validate the information provided on the certification; specifically, the SSN for the tenant on the application. Also verify the effective date of the certification, especially if the tenant formerly was in another MFH project. A tenant cannot be added into a new project/unit until they are removed from the old project/unit. Correct any data in error and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Reject	Tenant already resides in this project	Cannot process an initial certification for a tenant who already resides in the project.	This error indicates that the tenant listed on the certification already resides in another unit in this MFH project. Validate the information provided on the certification; specifically, the SSN for the tenant. Also verify the effective date of the certification, especially if the tenant formerly was in another MFH project. A tenant cannot be added into a new project/unit until they are removed from the old project/unit, even if they were defined as a cotenant or a dependent. Correct any data in error and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Reject	Tenant application has ended	An initial certification was submitted for an applicant with an expired application.	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Tenant certification has ended	A modified certification was submitted for a tenant with an expired certification.	Verify data in the transaction. When processing a modify transaction, it must have the same effective date as the last certification recorded. If the effective date of the modify transaction is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Tenant does not currently reside in unit	The transaction specifies a different project unit than the one in which the tenant currently resides.	This error indicates that the tenant listed in the unit is not in the unit specified. Validate the information provided on the certification; specifically, the SSN for the tenant and the unit number on the project worksheet. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Reject	Tenant does not reside in unit to be transferred from	The transfer transaction specifies a different project unit than the one in which the tenant currently resides.	This error indicates that the tenant listed in the unit being transferred from is not in the unit specified. Validate the information provided on the transfer; specifically, the SSN for the tenant and the unit number on the project worksheet. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Reject	Tenant does not reside in unit to be vacated	The vacate transaction specifies a different project unit than the one in which the tenant currently resides.	This error indicates that the tenant listed in the unit being vacated is not in the unit specified. Validate the information provided on the vacate transaction; specifically, the SSN for the tenant and the unit number. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Reject	Tenant has already vacated this project	A vacate transaction was received for a tenant who has already vacated the project.	This error indicates that the tenant listed in the unit being vacated is not listed in the project. Validate the information provided on the vacate transaction; specifically, the SSN for the tenant and the unit number. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Tenant has vacated this project	A transaction was received for a tenant who has already vacated the project.	This error indicates that the tenant listed in the unit being vacated is not listed in the project. Validate the information provided on the vacate transaction; specifically, the SSN for the tenant and the unit number. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Error	Tenant Household Member AE	Tenant Household Member already exists in the system.	This error indicates that a household member listed already resides in another MFH project. Validate the information provided on the certification. Also verify the certification effective date, especially if the household member formerly was in another MFH project. A household member cannot be added into a new project/unit until they are removed from the old project/unit. Correct any data in error and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the household member/unit and have them reapply the transaction. Process changes in correct date order.
Error	Tenant Household Member NU	Tenant Household Member not unique	This error indicates that a household member listed already resides in another MFH project. Validate the information provided on the certification. Also verify the certification effective date, especially if the household member formerly was in another MFH project. A household member cannot be added into a new project/unit until they are removed from the old project/unit. Correct any data in error and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the household member/unit and have them reapply the transaction. Process changes in correct date order.
Reject	Tenant household not found	Tenant SSN not matched to any currently on file.	This error indicates that the tenant listed is not in the unit specified. Validate the information provided on the transaction; specifically, the SSN for the tenant and the unit number. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the cotenant/unit and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Tenant household record not found	Tenant SSN not matched to any currently on file.	This error indicates that the tenant listed is not in the unit specified. Validate the information provided on the transaction; specifically, the SSN for the tenant and the unit number. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Reject	Tenant income too high for allotment of Rental Assistance	The tenant's income is too high to be eligible for Rental Assistance (RA).	Verify the tenant's income. Correct if in error and resubmit. If income is correct, check the amount of BASIC rent + Utilities defined for the unit. If correct and 30% of the adjusted monthly income or 10% of the annual income is equal to or greater than the BASIC rent plus utilities, then this tenant is not authorized for RA assistance. If the BASIC rent information is incorrect, modify the rents on the project and resubmit the certification.
Reject	Tenant is already a project resident	Cannot process this transaction for a tenant who already resides in the project.	This error indicates that the tenant listed on the certification already resides in another unit in this MFH project. Validate the information provided on the certification; specifically, the SSN for the tenant. Also verify the effective date of the certification, especially if the tenant formerly was in another MFH project. A tenant cannot be added into a new project/unit until they are removed from the old project/unit, even if they were defined as a cotenant or dependent. Correct any data in error and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Reject	Tenant is already a resident of this project	Cannot process this transaction for a tenant who already resides in the project.	This error indicates that the tenant listed already resides in another unit in this MFH project. Validate the information provided on the certification; specifically, the SSN for the tenant. Also verify the effective date of the certification, especially if the tenant formerly was in another MFH project. A tenant cannot be added into a new project/unit until they are removed from the old project/unit, even if they were defined as a cotenant or dependent. Correct any data in error and resubmit the transaction. If the data is correct, contact the RD Servicing Office for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Tenant transaction not found	An undo transaction was received but the transaction to be undone cannot be found.	Check the 'Review Transactions' option in MINC to determine if the 'Send' action for the applicable action type was completed. If the action was accepted through MINC, contact the RD Servicing Office for assistance in determining the current status and possible removal of that action.
Informational	Transaction could cause worksheet adjustment	The transaction must be reviewed because it could cause a monetary adjustment to the project worksheet.	This message informs you that the transaction, if accepted, would cause an adjustment to be posted against the next unreleased project worksheet. Either correct the transaction and resubmit, or wait for the RD Servicing Office to reject or approve the transaction.
Informational & Pending	Transaction effective date is over 1 month old	Transactions that are effective before the beginning of the previous month must be reviewed before being applied.	This message informs you that the effective date is over 1 month old. Either correct the effective date and resubmit the transaction or wait for the RD Servicing Office to reject or approve the transaction.
Informational & Pending	Transaction effective date is over 2 months old	Transactions that are effective before the beginning of the previous month must be reviewed before being applied.	This message informs you that the effective date is over 2 months old. Either correct the effective date and resubmit the transaction or wait for the RD Servicing Office to reject or approve the transaction.
Reject	Transaction project not found	The project on the transaction does not match any defined.	The transaction does not have the correct Project Information in it. Verify the Project information entered against the project worksheet. If the information is in error, resubmit the transaction with the corrected data. If the information is correct, have the management agent contact their software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, the management agent can resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Reject	Transfer not allowed on same date as previous transfer	A transfer has been submitted with the same effective date as the previous transfer.	Check the 'Review Transactions' option in MINC to determine if a Transfer action was previously processed for that unit with the same effective date. If found, and this transaction must be processed, the effective date cannot be before the 1st day of the next month. If neither is found, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Transfer not allowed on same day as initial certification	A transfer has been submitted with the same effective date as the initial certification.	Verify the effective date and unit of the transfer. If in error, correct data and resubmit the transaction. If correct, check the project worksheet and the 'Review Transactions' option in MINC to determine if an initial certification was previously processed for that tenant/unit with the same effective date. If found, but the data associated to this certification must still be sent, either process a Modification to the current certification or resubmit this transaction with an effective date of the 1st day of the next month. If none of the above situations apply, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Unapproved Proposed Budget already exists	A proposed budget was submitted but an unapproved proposed budget already exists.	No action is necessary.
Informational	USDA generated SSN --> xxxxxxxxx <-- for (NAME)	A certification has been processed that is requesting a generated SSN for the tenant or one of the household members. This message returns the generated SSN to the sender of the transaction for use in further transactions regarding this household.	No action is necessary.
Reject	Vacancy date prior to current cert effective date	Tenant cannot be vacated from the project before the last certification date.	Verify data in the transaction. If the effective date of the vacancy is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Vacancy date prior to current swap effective date	A swap has occurred with a later effective date than the effective date of the vacancy.	Verify data in the transaction. If the effective date of the vacancy is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the swapping units per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Reject	Vacancy date prior to current transfer effective date	Tenant cannot be vacated from the project before the last transfer date.	Verify data in the transaction. If the effective date of the recertification is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit being transferred per the project worksheet. If incorrect, contact the RD Servicing Office for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Reject	Vacancy delete not allowed due to subsequent action	A subsequent action has made a vacancy delete transaction invalid.	Verify that a vacancy delete is appropriate for this unit. If so, contact the RD Servicing Office for assistance in determining other actions processed against this unit which may have caused this error. Work with them to modify the tenant's status and have them reapply the transaction if appropriate. Process changes in correct date order.
Reject	Vacate not allowed due to prior action	A previous action (such as outside transfer) has made a vacate transaction invalid.	The vacate transaction is not allowed because prior actions have been taken against the unit in the transaction that makes the vacate transaction as defined impossible. For example, a vacate action cannot be executed if the tenant has already vacated or transferred to another unit. Verify the status of the unit and tenant on the project worksheet. If the vacate should still be processed, contact the RD Servicing Office for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Reject	Vacates not allowed on first of month	Vacate effective date must not be the 1st of the month.	Verify that the effective date of the vacancy is not on the first of the month. Resubmit the transaction with the corrected data.
Informational	Verify a $xxx.xx project payment adjustment	The transaction must be reviewed because it could cause a monetary adjustment to the project worksheet.	This message informs you that the transaction, if accepted, would cause an adjustment to be posted against the next unreleased project worksheet. Either correct the transaction and resubmit or wait for the RD Servicing Office to reject or approve the transaction.
Informational & Pending	Verify eligibility for non-elderly tenant	A tenant younger than 62 must be reviewed before gaining residence to an elderly project.	The transaction is for an elderly project, but the tenant is not 62 or older. Either correct the information on the initial certification and resubmit or wait for the RD Servicing Office to reject or approve the transaction.

Message Type	Error Condition/System Message	Description	Corrective Action by Management Agent
Informational & Pending	Verify eligibility for non-elderly tenant; Eligible tenant not receiving RA; Verify reported income	A tenant younger than 62 must be reviewed before gaining residence to an elderly project.	This message informs you that an Initial Certification was received but the household members do not meet the elderly age requirement of the associated project. Validate if this PENDING transaction is correct and accept or reject accordingly.
Informational & Pending	Verify eligibility for non-elderly tenant; Transaction effective date is over 1 month old	A tenant younger than 62 must be reviewed before gaining residence to an elderly project.	This message informs you that an Initial Certification was received but the household members do not meet the elderly age requirement of the associated project. Validate if this PENDING transaction is correct and accept or reject accordingly.
Informational & Pending	Verify eligibility for non-elderly tenant; Verify reported income	A tenant younger than 62 must be reviewed before gaining residence to an elderly project.	This message informs you that an Initial Certification was received but the household members do not meet the elderly age requirement of the associated project. Validate if this PENDING transaction is correct and accept or reject accordingly.
Informational & Pending	Verify reported income	The income on the submitted action has changed from the last certification greater than expected. Verify that the income was submitted correctly on the new certification.	Re-apply if income is correct. If incorrect, contact the RD Servicing Office for assistance in modifying the reported income and have them reapply the transaction. Process changes in correct date order.
Reject	Year End Actuals have already been approved	A year end actual budget was submitted but one has already been approved.	Validate the effective date and/or selected Fiscal Year (FY) of the budget. Verify that the effective date entered is within the effective and end dates of the FY. Multiple budgets can be submitted for the same FY but not for the same effective date. The effective date must be at least one month later than the approved budget effective date. Correct any errors and resubmit the transaction. In rare cases, the effective and end dates of the FY may be in error. If so, contact the RD Servicing Office for assistance in determining the effective and end dates for the FY in the system. Let them know if changes are required to the FY dates. If the FY dates were corrected, have the RD Servicing Office reapply the transaction.
Informational & Pending	Zero income tenant certification	No income is reported and the exempt flag has not been set.	If the income is zero, verify if some of the income is exempt and if so mark the exempt box.
Informational & Pending	Zero income tenant certification; Verify reported income	Multiple error messages: No income is reported and the exempt flag has not been set and the reported income has changed greater than a set threshold.	If the income is zero, verify if some of the income is exempt and if so mark the exempt box. Verify the indicated change to the income is appropriate.